



MAP SCANNING TECHNICIAN

Geology and Earth Resources Division

Recruitment # 2006-09-6873

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

The **Division of Geology and Earth Resources** is Washington's geological survey, which collects, develops, uses, distributes, and preserves geologic information to promote the safety, health, and welfare of the citizens, protect the environment, and support the economy of Washington. The Division's programs include geologic mapping, preparation of geologic hazard assessments, mineral resource assessments, the regulation of surface mine reclamation, and the regulation of oil and natural gas exploration and development. For more information on the Division of Geology and Earth Resources, go to www.dnr.wa.gov/geology.

Job Classification:	Office Assistant 3
Type of Position:	This is a non-permanent position expected to last approximately 4 months.
Monthly Salary Range:	\$2053 – \$2588
Benefits Package:	Retirement pension, sick leave and holidays
Posting Date:	September 25, 2006
Closing Date:	October 9, 2006
Location:	Olympia, Washington

POSITION PROFILE

Two temporary positions may be available.

One position is responsible for scanning coal-mine maps under contract with the federal Office of Surface Mining (OSM). Responsibilities include scanning page-size and oversize (up to 50 x 150 in. or larger), paper and mylar maps on a wide-format scanner; accurately measuring maps; maximizing image quality and formatting the map image using Windows PC software; recording scan parameters on a form; writing map images to CD; and coordinating the mailing of CDs to OSM.

The second position is responsible for basic clerical tasks in the surface mining program until the workload evens out over the next several months.

REQUIRED POSITION QUALIFICATIONS

- High-school diploma or equivalent.
- Two years of clerical work experience.
- Excellent attention to detail.
- Experience operating a Microsoft Windows-based computer, including: using word-processing and spreadsheet software; creating, renaming, and organizing files and directories; writing files to CD.
- Ability to calculate percentages using a calculator.

- Ability to measure large documents accurately with a ruler and interpolate distances.

DESIRED POSITION QUALIFICATIONS

- Experience using Adobe Photoshop for image manipulation.
- Experience scanning documents, especially large-format maps.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@wadnr.gov

OR other method

Meri Masters
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate *Map Scanning Technician* and 2006-09-6873 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

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